

**FREE PUBLIC LIBRARY OF THE BOROUGH OF MADISON
THURSDAY, September 9, 2021**

7:30 PM

Present: Thomas Binting, President, James Schessler, David Luber, Louise Easton, Thomas Haralampoudis, Kate Bartley, Karen Bessin, School Representative, Marilyn Favreau, Library Director and Mary Fevola, Finance and Administration Manager

Absent: Mayor Robert Conley, Rachel K. Barry; Pam Hogan, Chair of the Friends of the Madison Public Library (FMPL)

Mr. Binting called the meeting to order at 7:35 pm and welcomed everyone back to in person meetings. Ms. Easton announced that on December 14, 2020 in accordance with Public Law 1975, Chapter 231, approved October 21, 1975 and known as the "Open Public Meetings Act," proper notice of this meeting and all Library Board meetings for the year 2021 was posted and shall remain posted throughout the year on the official Library Bulletin Board. Notice was mailed also to the Madison Eagle, to the Daily Record, and hand delivered to the Borough Administrator.

The minutes of the July 8, 2021 Regular Meeting of the Board were presented for consent and accepted as distributed.

TREASURER'S REPORT

Mr. Luber presented the Treasurer's Report.

The Bill List for August was presented since the Board does not meet during the month.

Upon motion of Ms. Easton and seconded by Ms. Bartley the Board unanimously

"Resolved to approve the August Bill List in the amount of \$42,429.04"

The Bill List for September 2021 was also reviewed. Mr. Luber advised four of the estimated bills arrived after the Bill List was distributed and were equal to or less than the listed estimates.

Upon motion of Mr. Schessler and seconded by Ms. Bartley the Board unanimously

"Resolved to approve the September Bill List in the amount of \$23,299.11"

The Library's financial reports for the period ended August 31, 2021 were reviewed.

PRESIDENT'S REPORT

Mr. Binting reviewed the previously distributed 2020 independent audit report, proposed Cover Letter and Transmittal Report to the Borough summarizing the financial results of the library along with commentary. The audit report includes Nisivoccia LLP's unqualified opinion on the library's financial statements. The audit is required by statute to be sent annually to the Borough Council Members, Mayor, Administrator and Chief Financial Officer. The library's financial condition is very good and resulted in an additional \$175,000 transfer to capital for a total of \$675,000 set aside for pending construction. The library pays for interior improvements and since the Borough owns the building, the Borough pays for outside and building expenditures.

Mr. Binting reviewed several footnotes in the audit namely note 2, Pension Tiers and note 7, regarding risk management. Mention was made of the library's participation in the insurance fund through the Borough and an expected charge of approximately \$50,000 to the library in 2022 from the Borough for the insurance coverage. Note 8 discusses the Transfer Calculation which is based on statute and performed annually by the library to determine if a return of funds to the Borough is required. At year end, the analysis along with a recommendation to reserve funds for the library's capital plan is presented to the Board.

Mr. Binting requested a motion to accept the audit.

Upon motion of Mr. Luber and seconded by Ms. Bessin, the Board unanimously

“Resolved to accept the 2020 audit as presented”

The audit, Cover Letter and Transmittal Report will be delivered to the Borough early next week.

DIRECTOR'S REPORT

Mrs. Favreau reviewed her monthly report and noted the following.

At the writing of the report, library foot traffic is down; however, today, the librarians reported a higher level of patrons indoors.

The Borough mask policy is being enforced. Masks must be worn in all Borough buildings which includes the library. Also, the Borough mandate for employee vaccinations requires employees to provide proof of vaccination by 10/22/2021; requests for exemptions must be submitted to the Borough by 9/10/21.

Outreach is going well. The library will once again participate in Bottle Hill Day. Summer Reading saw about half the participants of pre-pandemic days which is

considered good and is similar to libraries' participant rates in the area.

The Chase Room is basically being used by outsiders. Children's programs are brought indoors when the weather is inclement and a noticeable drop in attendance on these occasions indicates reluctance to be indoors. All but one of the Adult Programs are being held virtually. A terrarium workshop is scheduled as in person and is planned for outdoors if the weather cooperates. As assessment of technology possibilities to support hybrid programming is currently underway and will be discussed further during the Technology Report.

Although non-digital material is rebounding, digital circulation remains strong and is probably indicative of the future trend. Book sales, coffee corner, Best Seller Book Club, Spanish classes and circulation of museum passes have all been reinstated. The Discovery collection is currently expanding and partially available to patrons; the entire collection will soon be circulated. Crafts kits for Adult and Youth Services remain extremely popular with patrons.

Technical Services is busy recycling vinyl records and old DVD's. Work on is underway to standardize Discovery collection cataloging – items include puzzles, a metal detector, and hot spots. Melanie Edwards is a member of the MAIN Technical Services Committee which is developing a Technical Services manual for all MAIN libraries.

Budget 2022 discussions are taking place.

Non-working lights in the lobby are an issue, fixture access is impossible as it appears the lights are in the sheet rock, requiring removing the ceiling. Research of the original plans and invoices is underway and if necessary the Borough Engineer will be contacted.

Mrs. Favreau advised retired employee, Mary Fleming, recently passed away. She continued to be a strong supporter of the library including bringing staff weekly treats prior to the pandemic. Mr. Bintinger added Ms. Fleming had made a generous donation to the library. The Board extended condolences to her family and friends.

October or November may bring news from the State Librarian regarding Construction Bond awards. Discussions are taking place in the library to relocate staff and collections in anticipation of the renovations.

The previously distributed Exam Proctoring Policy was reviewed and is intended to serve as guidelines to distribute to users. Board requested the Policy be renamed as Guidelines.

Upon motion of Mr. Haralampoudis and seconded by Mr. Luber the Board unanimously

“Resolved to approve the Exam Proctoring Guidelines”

BUILDING & GROUNDS

Mr. Binting reviewed the previously distributed July and August reports listing work performed inside and outside the building.

PERSONNEL

Mr. Schessler advised Marjorie Ticknor, part time Adult Services Librarian, resigned to join the Harding Library, an Association Library, as Library Director. Mrs. Favreau and the Board extended their good wishes and gratitude to Ms. Ticknor. Jacqueline Galton, existing Circulation employee, who recently graduated from Library school, will fill the open position and move from the Circulation to the Adult Services Department.

TECHNOLOGY COMMITTEE

Mr. Luber noted, as reported in July, the phased-in replacement recommendation for 15 out of warranty public computers began with the installation of 5 computers ordered directly from Dell this year. Mr. Luber reminded the Board a large number of staff computers will need to be replaced in 2024 and 2025.

The annual hosting fee for the Eagle Archive was made in August. Hudson Archival is no longer in the hosting business due to concerns over outages and security. Payment was made directly to DL Consulting which owns Veridian. Hudson Archival will continue digitization for the Eagle Archive.

Hybrid meeting options for the Chase Room were reviewed with a provider, Michael Hoddy and John LaPierre of the school district's technology department. Further investigation determined staff and FMPL are not interested in live streaming. A subsequent meeting with Mr. Hoddy and Mr. LaPierre revealed the existing Chase Room PA system requires replacement. A revised proposal was received for new equipment allowing for virtual and in person audiences and provide the ability to host presenters from various locations. Further discussions to be held.

SCHOOLS AND TEENS

Ms. Bessin reported school started and seems more normal than last year. The children are enthusiastic. Several discussions were held with the library's Youth Services staff to resume after school programming at the junior school. In the past, library card issuance increased once students were aware of the library's many offerings. Back to School night will not be in person so library outreach will not be present. The school will promote the library for a special program offered to 6th graders and select 7th graders.

Ms. Bessin applied for and was able to bring a 9/11 museum poster exhibition to the High School. World History classes were already going through the exhibit. Students are

discussing how 9/11 not only affected the U.S. but also the changes brought about in global views of places around the world.

FMPL

Nothing to report.

Mr. Binting mentioned there are openings for the current fall miniseries and sign up is available on FMPL's website.

MUF/MAIN

Nothing to report.

POLICY COMMITTEE

Nothing to report.

OLD BUSINESS

Nothing to report.

NEW BUSINESS


Nothing to report.

PUBLIC COMMENT

None

The meeting was adjourned at 8:44 PM.

Respectfully submitted,

A handwritten signature in blue ink that reads "Louise Easton". The signature is written in a cursive style with a long, sweeping underline that extends to the right.

Louise Easton
Secretary